



Job Description: Community Engagement and Research, **Senior Program Coordinator**

The Arthur Ashe Institute for Urban Health (AAIUH), founded by the late tennis champion and humanitarian, Arthur Ashe utilizes a model of Community Health Empowerment to address health inequities in multi-ethnic underserved communities. Community Engagement and Research (CER) is a core component of AAIUH through which we aim to design and implement community-based health interventions in trusted community venues that improve health literacy, foster positive health behaviors, and reduce health disparities in racially impacted groups. We accomplish these objectives through strong collaborations with community, academic, research, and government institutions.

Website: www.ArthurAsheinstitute.org

Title: Senior Program Coordinator

Classification: Full-time. Work schedule will include working on some evenings, after 6:00pm, and some weekends.

Salary: \$55K commensurate with experience and education.

Responsibilities include, but are not limited to the following:

1. Manage and implement CER activities, community health education sessions, and support research and advocacy activities around HIV/AIDS and other health outcomes impacting our communities.
2. Monitor progress towards goals by maintaining appropriate program documentation.
3. Support the planning, scheduling, and facilitation of virtual and in-person health education (including virtual focus groups, seminars and webinars).
4. Manage the coordination of day-to-day activities, communications, and provide technical support and distribution of educational materials and PPE to local barbershops and hair salons.
5. Maintain knowledge of recent research, policy developments, and program innovations in areas related to the Community Health Empowerment (CHE) model. Proactively share information with Community Outreach and other program staff, as appropriate.
6. Maintain communication with select partner organizations, and attend designated meetings.
7. Direct, supervise and participate in program specific recruitment and outreach activities in the local community.
8. Recruit participants from barbershops and hair salons for the HIV initiative.



9. Maintain relationships with barbershops/salons and other project partners via phone calls and pop-up visits.
10. Oversee the development and administration of surveys as well as other data collection activities.
11. Review and edit all drafted materials related to education, outreach, marketing such as flyers, infographics, or powerpoint presentations.
12. Conduct community education sessions on HIV/AIDS and other health related topics important to the community.
13. Implement a plan for dissemination and/or publication of evaluation/research findings.
14. Draft abstracts and manuscripts for publication.
15. Manage programmatic fiscal administration including budgeting and reporting and inform the Institute's assigned Director about issues related to budgeting for the HIV program
16. Oversee interns and program assistants/coordinators

Qualifications & Skills: Master's Degree in Public Health or related field required

Qualifications include outstanding interpersonal, organizational, and project management skills, ability to work independently as well as part of a team. Minimum two years of experience in program development and implementation, management/administration. Excellent written and oral communication skills are required. Familiarity with HIV/AIDS health education desired. Must have knowledge of urban health issues, health education/behavioral health intervention programming, public health research, and experience working in diverse populations including immigrant communities. Ability to manage multiple tasks, delegate and coordinate staff as appropriate. The candidate must also possess strong organizational skills, and excellent written and oral communication skills. Program evaluation skills are needed for this position including the ability to analyze and synthesize program results for lay populations. Experience using SPSS, NVIVO, Qualtrix, RedCap or other data analysis software is desired. Bilingual skills (Spanish, Haitian, Creole) are highly desired.

Benefits:

- Time & leave: 20 days - includes 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays - Medical and dental plans
- Health and transit pre-tax accounts - Education benefits, time off for approved programs depending on work schedule - 403b retirement plan available after two years of employment - Professional development opportunities.

Reports to: Director, Community Engagement & Research



Send resume and cover letter: kpierre@arthurasheinstitute.org

You MUST include “Applicant for AAIUH CER Senior Program Coordinator Position” in your subject heading.

Please note: Only candidates considered for initial screening interviews will be contacted.
Anticipated start date: ASAP